

JOB TITLE: Finance Director
DEPARTMENT: Finance

GRADE: P-34
DATE: December 2011

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Highly responsible supervisory and administrative work at the professional level in coordinating the functions of the Department of Finance consisting of three divisions which are responsible for collecting taxes and receivables due the Town; borrowing money in anticipation of tax receipts or for such other purposes as are allowed by Statute, Charter, or By-Law; investing Town funds; approving payrolls and accounts payable; paying against duly authorized warrants on the Treasury; and accounting for the receipt and disbursement of funds

SUPERVISION

Works under the administrative direction of the Town Administrator, working from municipal policies and objectives; individual establishes short-range plans and objectives; assumes direct accountability for department results; Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary. Supervisory controls are over a major division of the municipality. Further, employees at this level are expected to exercise whatever means are necessary to resolve conflicts that cannot be addressed at the departmental level.

Has regular access at the departmental level to a wide variety of confidential information, including departmental personnel records, client records, criminal investigations, court records, financial records.

Employee is accountable for the direction and success of programs accomplished through others. The director is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The director typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

DISTINGUISHING CHARACTERISTICS:

1. Chief Financial Officer of the Town.
2. Exercises considerable independent judgment in coordinating basic municipal financial programs which are prescribed by Statute, Town Charter, or By-Laws.
3. Exercises general supervision over the administrative activities of the three divisions; Accounting, Treasurer and Collection, and direct supervision over the employees of each division for which he/she is also the administrative head.
4. Coordinates the financial operations, including cash management and data processing functions.

5. Errors of omission or commission could be very costly as errors could lead to incorrect policy decisions.
6. Makes frequent contacts with the public, banks and officials at all levels of government.
7. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
8. Maintains harmony among workers and resolves grievances;
9. Responsible for annual preparation and coordination of the Towns operating and maintenance budget process
10. Maintains financial records.
11. Oversees the administration of payroll including fringe benefits, and related personnel requirements. Oversees payroll and accounts payable processing.
12. Oversees utility and other billings.
13. Oversees the investment of Town funds. Custodian of all Trust Funds.
14. Custodian of tax foreclosed properties.
15. Serves as the Parking Clerk and oversees all associated functions.
16. Attends Finance Committee meetings for purpose of providing necessary information and/or to act as a liaison for the Town Administrator.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended as illustrations of the various types or work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

EXAMPLES OF WORK: Including but not limited to:

1. Coordinates the Town's basic financial functions of collecting taxes and other receivables, treasury administration, approving the accounting for the disbursement of Town funds.
2. Recommends organization and procedural changes which are designed to improve the efficiency of financial administration.
3. Standardizes record keeping among the three divisions with the constraints of statutory requirements.
4. Coordinates the reporting and transfer of information and documents among the divisions.
5. Supervises the introduction and utilization of financial data processing software; is responsible for the care and maintenance of office machinery, equipment and other property assigned to the Department.
6. Consults and cooperates with other Town Departments and agencies to assure compliance with the Town's statutory obligations.
7. Submits periodic reports to the Town Administrator on the activities of the Department and coordinates the annual reports of the three divisions for incorporation in the Town's Annual Report.
8. Reviews and makes recommendations of the Town's annual operating budget. May be required to make presentations before Board of Selectmen, Finance Committee and Town Meeting.

DESIRED MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in accounting, finance, business or public administration, or a closely related field, and five (5) years of progressively responsible municipal finance work. A Master's Degree in Public Administration, Accounting or Finance is preferred.

Necessary Knowledge, Skills and Abilities: Thorough knowledge of the Municipal Finance Law of the Commonwealth. Considerable knowledge of the statutory responsibilities of each

of the three divisions in the Department of Finance. Considerable knowledge of the organization and operation of town departments. Working knowledge of modern office practices and procedures. General knowledge of the capabilities and limitations of data processing as applied to municipal finance in the Commonwealth. Skill in operating the listed tools and equipment; ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, town officials; ability to communicate effectively orally and in writing. Ability to coordinate the activities of the Department of Finance without infringing on the legal accountability of the Town Accountant or the legal authority of appointed or elected officials as stipulated in and with the General Laws of the Commonwealth.

SPECIAL REQUIREMENTS:

Must possess valid state driver's license issued by the Registry of Motor Vehicles

Must be bondable.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; telephone, copy machine; fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Charter Change - Approved by Town Meeting, October 1987
 Approved by Ballot, May 7, 1988

New: May 1988
Revised: September 1994
Revised: December 1997
Revised: November 2003
Reviewed: December 2011